



AOA
AUSTRALIAN
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ASSOCIATION

3-Step CPD for 2023

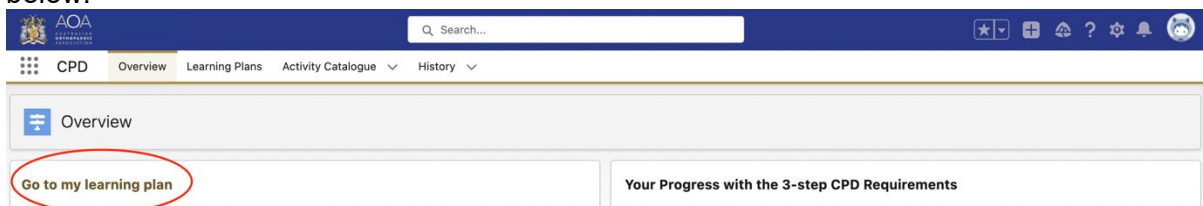
Step 1 – Develop a CPD Learning Plan

The 2023 Medical Board Registration Standard for CPD Requires everyone to develop a CPD Learning Plan for the year. So how do you create a Learning Plan? If you are completing the AOA CPD Program – it's easy and will only take you a few minutes. To access other CPD instructional guides and forms, visit the [CPD resources webpage](#).

[Click here](#) to be directed to the AOA CPD Platform - log in with the details sent to you, then follow the instructions below.

Can't find your log in details? Contact cpd@aoa.org.au or (02) 8071 8029

Get started by clicking the “Go to my learning plan” button at the top left of the page as illustrated below.

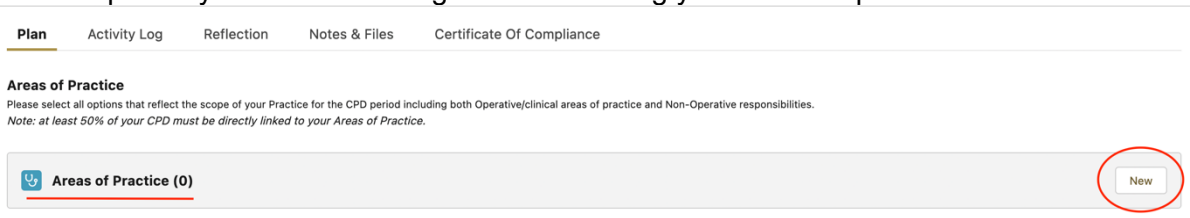


There are two elements to creating a CPD Learning Plan:

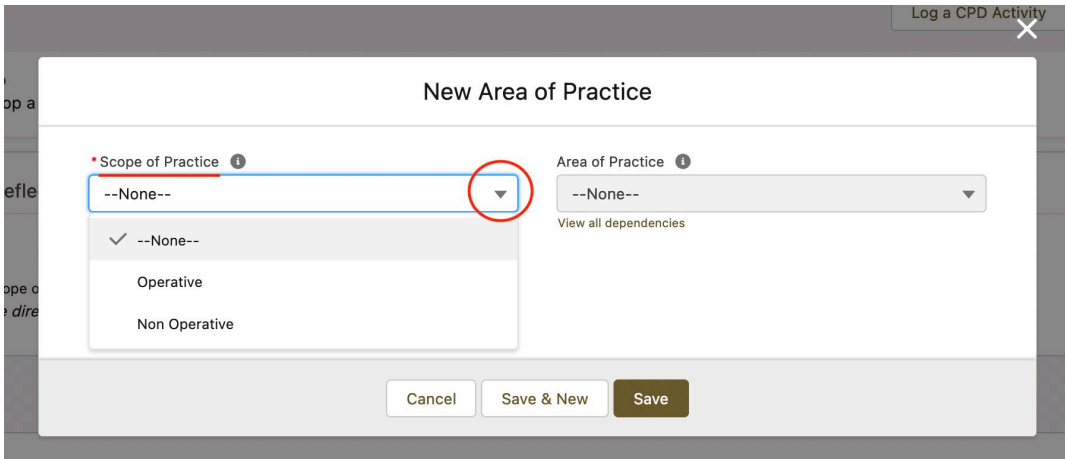
- ✓ Selecting your areas of practice
- ✓ Setting your CPD Learning Objectives

Areas of Practice

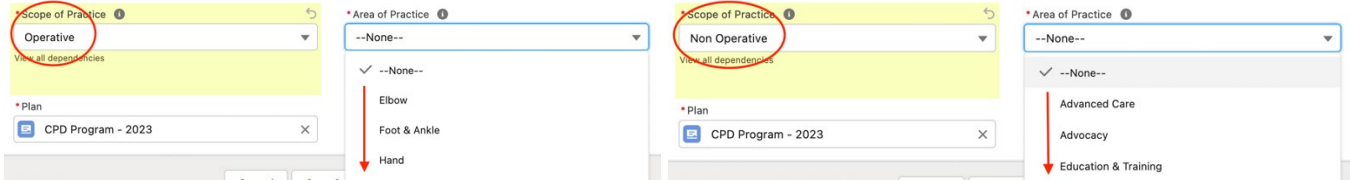
The first part of your CPD Learning Plan is selecting your areas of practice. Click “New” to begin.



You will be presented with a pop-up box that looks like this:

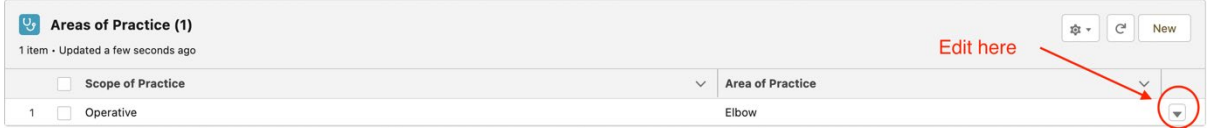


Click the “Scope of Practice” drop down arrow and select “Operative” or “Non-Operative”. This will adjust the options in the “Areas of Practice” drop down menu. There are lists for both Operative and Non Operative Areas of Practice.



You should include all options that reflect your scope of Practice. After selecting an area from the list, click “Save & New” to add more areas of practice, or “Save” once all areas have been selected.

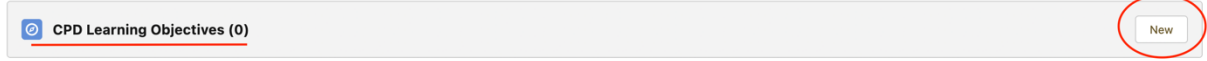
If you need to make any changes, on the Learning Plan page click the arrow on the far right to edit.



CPD Learning Objectives

Next, set your CPD Learning Objectives for the year. Click “New” to begin.

CPD Learning Objectives
Please set your CPD Learning Objectives for the year. You must record at least one Learning Objective and include your plans for achieving that Objective.



You will be presented with a pop-up box that looks like this:

In the “CPD Learning Objective” free-text field (number 1 in the screenshot above), describe your primary Learning Objective or learning goal for the year (e.g. learn to do anterior hips).

Your Learning Objective can be related to any competency area (drop down box) where you believe you would benefit from further learning or development, clinical or otherwise. You can assign a competency area (which in this case would be “surgical expertise”) if you wish, this is optional.

In the “List planned activities” free-text field (number 2 in the screenshot above) indicated by the red star, please outline your plan for achieving the objective by listing activities (e.g. attend a course, visit a colleague, peer review of first 10 cases) you plan to undertake during the year to support your learning.

You must record at least one Learning Objective for the year however you can have multiple Learning Objectives, perhaps for different areas of your practice. Click “Save & New” to add an additional learning objective, or “Save” to complete your Learning Plan.

Your CPD Learning Plan for the year is complete!

You can now begin logging CPD activities towards meeting your CPD Requirements. Click the “Log a CPD Activity” button at the top right of the page to continue.